

# Call for Reports

## Advanced Photon Source Activity Report 2003

Reports of work conducted at the APS from January 2003 through December 2003

**The submission deadline is December 17, 2004**

**Reports must be submitted as PDF files.**  
**These files are to be FINAL VERSIONS.**

ANL-04/16

### 1. SUBMISSION INFORMATION

**E-MAIL** This is our preferred method of submittal for report files. Send your PDF file(s) (and any questions you may have) to [apsrep@aps.anl.gov](mailto:apsrep@aps.anl.gov) with APS ACTIVITY REPORT in the subject line.

**Your email must include the following information:**

Submitting author's name and e-mail address (**PLEASE NOTE:** If the submitting author is an Argonne [ANL] employee and there are non-ANL coauthors, please include the e-mail address of at least one non-ANL coauthor.)

Report I.D. (i.e., doe1.doc; see item 3. below)

Beamline(s) where work was done

Scientific Discipline (**choose one**): Applied Science, Environmental/Geological Science, Biological Science, Instrumentation and Techniques, Chemical Science, Materials Science/Condensed-Matter Physics, Other (specify).

**FTP** If your report files are larger than 20 MB, then you must submit them via our anonymous FTP site, [epics.aps.anl.gov/uar03](ftp://epics.aps.anl.gov/uar03) (all files must be transferred as binary):

1. Establish an FTP connection to [epics.aps.anl.gov](ftp://epics.aps.anl.gov)
2. Log in as anonymous
3. Use your complete e-mail address as the password
4. Access the directory/uar03
5. Upload your files

**CD-RW or 3-1/2 in. DISKETTE** Mail to:

Richard Fenner  
APS, Bldg. 401, Rm. 4128  
Argonne National Laboratory  
9700 S. Cass Ave.  
Argonne, IL 60439 USA

**If you submit report files via FTP, CD-RW, or diskette please send a confirming e-mail (including the information requested above, i.e., submitting author's name and e-mail address, etc.) to [apsrep@aps.anl.gov](mailto:apsrep@aps.anl.gov).**

### 2. FILE FORMAT

**Reports must be submitted as PDF files. These files are to be FINAL VERSIONS**

Unlike in past years, APS will no longer edit reports (this does not refer to reports submitted by XOR sector personnel who make separate editing arrangements with APS divisional editors).

We are making this change to:

- 1) Better manage the costs of this project, and
- 2) Expedite Web and CD publishing of the reports.

A Microsoft Word template can be downloaded from:

[http://www.aps.anl.gov/aps/activity\\_reports/call\\_for\\_reports.htm](http://www.aps.anl.gov/aps/activity_reports/call_for_reports.htm).

If you are using another word-processing program (i.e., LaTeX, etc.), we ask that you approximate our format as closely as possible.

**No reports can be accepted in any format other than PDF.**

### **3. REPORT I.D.**

**EXAMPLE:** The naming convention for a hypothetical report submitted by author Jane Doe is doej1.doc. Please try to limit the file name (before the file's extension) to 8 characters. A second report submitted by the same author would be identified as doej2.doc, etc.

### **4. REPORT GUIDELINES**

**REPORT LENGTH:** Three pages maximum (including any graphics/tables), single spaced, on 8.5 in. x 11 in.. This length is based on a report format of two columns, each 3.25 in. wide.

**Please do not number pages.**

**FORMATS: Note:** These are guidelines and are used in the Word template. Except for the text in "Acknowledgments" below, they are not required, but we would appreciate their use as much as possible.

**TITLE:** Title case (e.g., Advanced Photon Source Activity Report), Times or Times Roman 14 pt.

**TEXT AND CAPTIONS:** Times or Times Roman 9 pt.

**SECTION DIVISIONS:** Times or Times Roman 11 pt.

Introduction

Methods and Materials

Results

Discussion

Acknowledgments

You **MUST** include the following statement to acknowledge support from DOE: Use of the Advanced Photon Source was supported by the U.S. Department of Energy, Office of Science, Office of Basic Energy Sciences, under Contract No. W-31-109-ENG-38.

Also acknowledge support from your host CAT.

References

**FIGURE NUMBERS AND FILES:** Enter figure numbers in text and captions as Fig. 1., Fig. 2., etc.

**AUTHOR LIST:** Group authors: first initial, middle initial, complete last name (do not use "and" before final name), with superscript number after comma (J. Doe,<sup>1</sup> R.P. Brown,<sup>2</sup> B.-P. Smith<sup>2</sup>).

**AUTHOR INSTITUTIONS:** Grouped separately from names, with institution, city, state, and country. Preface each institution with a superscripted number matched to the superscripted number for the appropriate author name, i.e., <sup>1</sup>Institution of Higher Learning, Anywhere, IL, U.S.A.

**REFERENCES IN TEXT:** Sequential numbers in brackets beginning with [1] and placed BEFORE final punctuation, i.e., [2].

**REFERENCE LIST:** Place at the end of the report. Preface with reference number in brackets, i.e., [1] J. Doe, R.P. Brown, B.-P. Smith, Polym. Sci. Pol. Phys. **90**, 4196-4180 (2002).

**GRAPHICS:** Figures embedded in the paper in conjunction with figure captions.

### **5. REQUIRED PUBLICATION PERMISSIONS**

**ARONNE AUTHORS:** If **any or all** of the report authors are ANL employees, **any one** of the ANL authors must complete and submit an electronic ANL-330 (APEC) clearance form, through his or her Division office, to ANL's Information and Publishing Division/Technical Information Services. Please specify that the paper is for inclusion in the Advanced Photon Source Activity Report 2003, ANL-04/16.

**NON-ARGONNE AUTHORS:** You will be sent an e-mail permission form. In most cases, you can comply by typing I AGREE at the top of the e-mail and returning it to the sending e-mail address. See instructions in the e-mail for special cases.

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